

ROUTING AND TRANSMITTAL SLIP		Date
		17 April 1985
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DD/OIS	187	APR 1985
2. D/OIS		
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Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

Material for D/OIS' one on one.

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FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA

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**ADMINISTRATIVE — INTERNAL USE ONLY**

17 April 1985

MEMORANDUM FOR: Director of Information Services

THROUGH: Deputy Director of Information Services

FROM:   
Chief, Information Resources Management Division

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SUBJECT: One-on-One Session with the DDA on 18 April 1985

1. The Information Resources Management Division proposes that you discuss the Division's progress on developing Information Services Centers and problems we are experiencing in scheduling the DA's machine-readable records. Because of the TRIS demonstration, our efforts with the ISCs and the machine-readable records were not discussed at last month's quarterly review. There have been a number of developments with the ISCs that should be brought to the DA's attention. Discussion of the ISCs should include four areas: our progress in developing centers for the New Headquarters Building; a status report on the Ames Building ISC; the operation of the OC/OL ISC; and the possible need for a centralized registry facility at . Your discussion of the machine-readable records would cite our lack of progress and solicit his assistance in getting things moving.

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2. Discussion of the ISCs for the New Headquarters Building should cover the following points:

- The registry requirements for the six DA offices have been developed and translated into space and equipment needs for three DA Information Services Centers in the New Headquarters Building.
- The requirements for the three DS&T components moving to the new building have also been provided. There will be two DS&T ISCs in the new Building.
- The DDS&T has not endorsed the concept of a centralized registry operation in the New Building controlled and operated by OIS. He is willing to let us man the DS&T facility, but wants to assign control to his participating components.
- We hope to dissuade him from this approach once we have had some success in operating the Ames Building ISC and the new facility serving the Offices of Communication and Logistics. Control of an ISC by one component would create the same type of problems that we saw in the previous combined registry operation in .

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- A substantial portion of the equipment and furniture needed for the ISCs in the New Headquarters Building--almost \$500,000 worth-- will be funded through the budget of the New Building Project Office. The laser printers which are to be housed in these facilities are the only major items that must be purchased. We hope to get OIT to budget for some of those printers.

3. We still do not have a fully operational ISC in the Ames Building, but we are closer to achieving that goal. The operation of the facility, thus far, has been well received by our customers.

- We have been serving all of the components in the building since mid March when we assumed responsibility for ORD's registry operations. We were delayed in taking over the ORD operation because of the installation of the supplemental air conditioning in the Center and the need for time to absorb the requirements of other components.
- The Center is providing full registry service to ORD, OGI, OIS, and elements of the IC Staff. It is supporting all of the other tenants in the building with mail service.
- The installation of supplemental air conditioning in the Center is complete. We needed this system to cool the laser printers that eventually will be housed there. The installation of and operation of the printers must await the completion of renovations to the facility.
- We have no idea when the renovations will begin in the Center. Contracts have not yet been let for the work even though the requirement was identified last July. We have experienced considerable frustration and a general lack of coordination in trying to get this work done.
- We have ordered \$18,500 worth of systems-type furniture to furnish the Center properly. The DDA provided OIS with the money for this furniture; it cannot be installed until the renovations are complete.
- The IC Staff is still not giving the Center wholehearted cooperation. It is satisfied with the Center's service, but they have reneged in signing an MOU that would assign one full-time person to the Center to handle their registry needs. They want to use anyone they assign to the Center to support their element that is moving to  *as agreed by the ADPA*

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4. OIS assumed responsibility for operation of a new Information Services Center that serves the Office of Communication and Logistics. The combined registry that the Center replaced was not meeting the needs of these offices. With their agreement, we have re-structured the registry operation and are now directly responsible for its operation.

- The Center became operational on 25 February when  was assigned there as the Chief.

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-- [ ] has begun to re-organize the Center to improve its functional operation and to cross train its members. She is also changing procedures to ensure responsiveness to component needs.

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-- She has also met with officials in both offices to become familiar with their registry requirements. These meetings also serve the purpose of identifying problem areas and showing our concern for their needs.

-- Efforts will also be made to make fuller use of the automated registry system--Interim CARS--currently operated by the Center. Some components in these offices have been using the Wang or manual systems for document control rather than Interim CARS. They need to become accustomed to CARS so they will be ready for the introduction of TRIS later this year.

-- Center personnel will be working to improve cable distribution, which was a problem that plagued its predecessor.

-- [ ] the Chief of the Information Control Branch, who is responsible for this ISC, has been visiting the Center once a week to work out problems and to meet with officials in both offices. He has been receiving strong support from these managers.

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5. IRMD is attempting to determine if the registry needs of components moving to [ ] warrant some type of centralized registry support.

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-- Components scheduled to move there have not focused on their registry requirements until recently. They have also apparently not involved their registry personnel in planning for the move.

-- The Real Estate and Construction Division, OL, has tried unsuccessfully to get the components to identify their requirements and to determine if there is sentiment for a centralized registry operation at [ ]. A meeting to discuss this issue produced no substantive results, so the RE&CD is allowing the components to meet their own needs.

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-- Current plans call for the Mail and Courier Branch to provide only mail service to the tenants of [ ]. If a component wanted additional registry support, it would have to provide it out of internal resources.

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-- The affected components have been looking for guidance and assistance on registry support, but no one has taken the lead.

-- Our registry operations specialist [ ] Information Control Branch, met recently with all the parties to discuss the problem of registry support at [ ]. There was general support for some type of centralized-type of registry facility (not an Information Services Center), but no commitments were made pending further study.

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-- [ ] has received written requirements from all, but one of the components affected. Based on his initial finding, he believes a three or four man centralized facility may be warranted. One component (OTS) has offered to assist with staffing (A separate memo will be prepared soon outlining this requirement and making a recommendations for a new registry facility). OIS would have difficulty staffing another registry from current resources.

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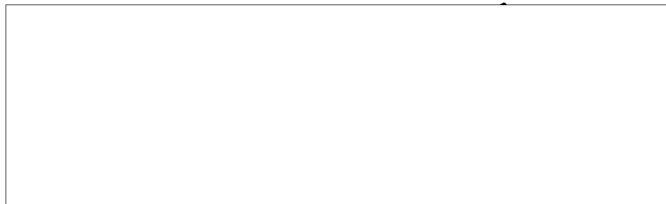
6. Our other concern is scheduling of machine-readable records. We have been working on the DA's systems, but are making slow progress. The DA's clear support might facilitate this effort.

- Machine-readable records are the last major collection of Agency records that are unscheduled. Like all Federal Agencies, we must schedule these records.
- The effort involves detailed research on all active computer systems to determine their use and disposition. This effort should have been begun earlier, so there is a large number of systems to deal with.
- OIS began the process of scheduling these records last year. Draft schedules for computer systems in OIS and OTE were completed, and one for the Office of Finance is nearing completion.
- We changed our approach this year so that component Records Management Officers could become involved in the process. By increasing the number of individuals working on the effort, we felt that more systems could be scheduled more quickly.
- Our objective was to complete the preparation of draft schedules for the DA this year. Unfortunately, little progress has been made thus far. Some offices have started doing some preliminary research, but it is going slowly.
- The D/OIS sent a memo to the DA Office Directors in January explaining this program and asking their cooperation (Copy Attached). A followup memo from the DA urging the Office Directors to give their full support to this effort might help the RMOs in getting the support they need to complete the task (Draft memo attached). It might also prevent the RMOs from being sidetracked on other projects.
- It is unlikely that all of the systems will be scheduled by the end of the fiscal year. However, the components need to work toward this objective and get as much done as they can.
- Once the scheduling of records in the DA is complete, we will turn to the other Directorates for a similar effort.

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7. Please let us know if you have questions about any of these items or want clarification on any of them.



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Attachment:  
As Stated

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ROUTING AND TRANSMITTAL SLIP		Date
		3 April 1985
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DD/OIS		
2. D/OIS		
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5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

Ben,

I would appreciate it if you could remind the DA office directors of our program to schedule ADP records. This effort is not off to a good start; no one has done much and at least one office (OS) reportedly has indicated that it does not intend to do anything this year.

You need to indicate that this is an Agency program that has the active support of the DDA. It is also required by law, so there is no avoiding it. The research required can be tedious, but we need to begin the process in every office.

We are prepared to provide assistance in the person of [redacted] who will work directly with component RMOs in doing interviews, preparing the schedules, etc. We may not reach our goal of scheduling all DA records by the end of the year, but we can make a good start.

Thanks.

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FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

85-009

14 JAN 1985

TAB  
A

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training and Education

STAT  
FROM:   
Director of Information Services

SUBJECT: Scheduling of DA's Machine-Readable Records

1. Federal statutes and regulations require that electronic (machine-readable) records produced in the normal course of government business are subject to the same retention and disposition requirements as paper records. We, like most other government agencies, have done little to satisfy this requirement and have just begun to systematically identify, describe, and schedule (on records control schedules) the information in existing Agency computer systems. The Office of Information Services (OIS) has established an FY-85 objective, which has been approved by the DDA, to complete draft disposition schedules for ADP records systems in all DA offices.

2. I am sure you can appreciate the magnitude and difficulty of this task, as well as the need to effectively manage all aspects of our electronic records. The Office of Data Processing has issued over 225 PRISM project numbers to DA offices for ongoing computer applications. The proliferation of ADP systems both in the DA and throughout the Agency, combined with the increasing number of users with access to these systems, makes the completion of this objective especially important not only to meet federal requirements but to ensure our systems are accurate, reliable, and responsive to our information management needs.

3. Basically, this scheduling process involves preparing a comprehensive and descriptive list of all existing ADP systems in your office. This includes all stages of computer processing and all types of computer storage media. Each system must be described in detail showing all interfaces with other automated systems, the disposition of all input data and all documents or records created by the system, and the eventual disposition of the system database. Once the records control schedule is prepared, it must be submitted to the National Archives and Records Service for approval by the Archivist of the United States.



4. Your Records Management Officer will be responsible for gathering the necessary information and preparing the records control schedule. However, the complexity of this undertaking makes it imperative that the office ADP control officer and the database manager/system administrator take an active role in this process.

5. The Information Management Branch (IMB), OIS has already drafted a records control schedule for the ADP systems in OIS and the Office of Training and Education and is nearing completion on a schedule for the Office of Finance. The knowledge gained in these offices will be used to assist other RMOs in completing their individual office schedules. The DA Records Management Officer and IMB personnel will meet with the office RMOs this month to discuss the procedures and requirements for drafting these schedules. They will also be available, when needed, to provide technical guidance and assistance to component RMOs in obtaining systems information and preparing the schedule items. Those offices whose schedules are basically complete will need to review any office ADP systems now in development so that records disposition can be included before the system is implemented.

6. Please encourage all personnel in your office who either manage automated systems or are otherwise involved in systems processing to cooperate fully in this project so it can be completed as quickly and easily as possible. My goal is to complete scheduling the Directorate's ADP records systems by 1 October 1985 and then move this activity to another Directorate. Once completed, these schedules will be a valuable tool in managing automated information systems.



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Encourage all DDA Offices to participate in scheduling their machine-readable records systems. This is a Federal requirement. The longer it takes, the more difficult it will be to complete.

We need a policy statement (commitment) from the office directors that they back this scheduling process. With the office director's commitment this process will be difficult, without it, the process will be impossible.

Offices have been assigned full-time RMO's. Their primary responsibility is records management, all other duties are secondary.

Stress the need for completing the machine-readable schedules - better control of automated information systems. Keep what we need, get rid of information we don't need or shouldn't have.

Provide for front-end disposition of data for automated systems in the development stage. Planned or in progress.

Need for professional OIT ADP Control Officer. The role the ADP Control Officer should play in this machine-readable schedule process. Serves as an interface between the office and OIT to maintain systematic control over all aspects of automated information systems.

OIS is responsible for the Agency's records management program. To this end we can and will provide technical guidance and assistance, but we do not have the resources to prepare these schedules for all Agency components.

**DRAFT**

MEMORANDUM FOR: Director of Communications  
Director of Information Technology  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Scheduling of DA's Machine-Readable Records

REFERENCE: Memo from Director, OIS, dated 14 Jan 85, same subject

1. The referenced memorandum, from the Director of Information Services, requested your cooperation and assistance in scheduling the directorate's electronic (machine-readable) records. Little progress has been made in this effort for a variety of reasons.

2. The scheduling of these records is long overdue. Our automated information systems are increasing rapidly, not only in the number but in the volume of data being created and stored. We must address this problem now despite the need to satisfy other priorities and routine responsibilities.

3. Nearly all DA offices have a full-time records management officer who is responsible for implementing all aspects of the Agency's records program. Your RMO should work with your ADP control officer and the individual database administrators in identifying and describing both formal and informal automated records systems in your office. He or she must subsequently prepare a draft schedule item for each of these systems that eventually be submitted to the National Archives and Records Administration. OIS personnel are available to provide technical guidance and assistance to your RMO in all phases of this effort.

4. I consider the completion of these schedules to be an important and necessary undertaking that will improve the management and control of this data and ultimately alleviate our off-site storage problem. I endorse the objective established by OIS for scheduling these systems and want every effort made to try and complete this project during the current fiscal year. I urge you to give this matter your personal attention because your RMO needs the cooperation and help of all computer systems users in your component.

Harry E. Fitzwater